Chapter 3 Introduction to the FASTDATA Site Module

▱ *Overview*

The FASTDATA Site Module is a graphical user interface (GUI) computer application that runs in Microsoft Windows NT ©, Windows 95 ©, and Windows 98 ©. Generally, GUI applications are applications designed to run in a Windows 98, Windows NT, or other Windows environment. GUI applications share certain conventions that make them easier to use than non-GUI or DOS (disk operating system) applications. For example, a GUI application lets you have more than one application window open at the same time. Having more than one window open simultaneously is handy because you can switch back and forth between windows that contain related data. Multiple open windows also allow you to copy and paste text from one window into another. Another feature of GUI applications is the consistent use of menus on a menu bar. Becoming familiar with these conventions will help you learn how to use FASTDATA.

This chapter addresses the appearance, windows, and controls that let you navigate your way through the FASTDATA Site application. For information on the FASTDATA Site menus, buttons, keyboard and mouse inputs, and standard window controls that let you make selections and initiate application processes, refer to this chapter. This chapter also discusses several Site Module windows that are not associated with any specific main process window. These windows include the Change Site Password, the Change FY, Customize Toolbars, Printer Setup, About FASTDATA Site, Release Notes, Address Book, and Site Status windows. Throughout this manual, whenever a window is discussed in detail, a list of window objects for the specific window is provided. The window objects include all controls and text on the window.

Tip A useful resource for additional information on Windows and its associated terminology is the Windows Help file. To open the file select the taskbar **Start** button, then select **Help**.

Main FASTDATA Site Window

After you log into the FASTDATA Site Module and select an activity, the application frame will display. When the Site Module is running, two buttons display on the **Windows** taskbar: the **FASTDATA** application button and the **SQL FASTDATA** button. Both are labeled **FASTDATA**. The **SQL** button indicates the database engine is up and running. Under normal circumstances, you will never use the **SQL FASTDATA** taskbar button.

Title Bar

On the application frame, the title bar contains the title of the FASTDATA Site Module, the FA activity associated with your site, and the site you selected when you logged into the application. The main window title bar also contains three buttons in the upper right corner: the **Minimize**, **Maximize/Restore**, and **Close** buttons.
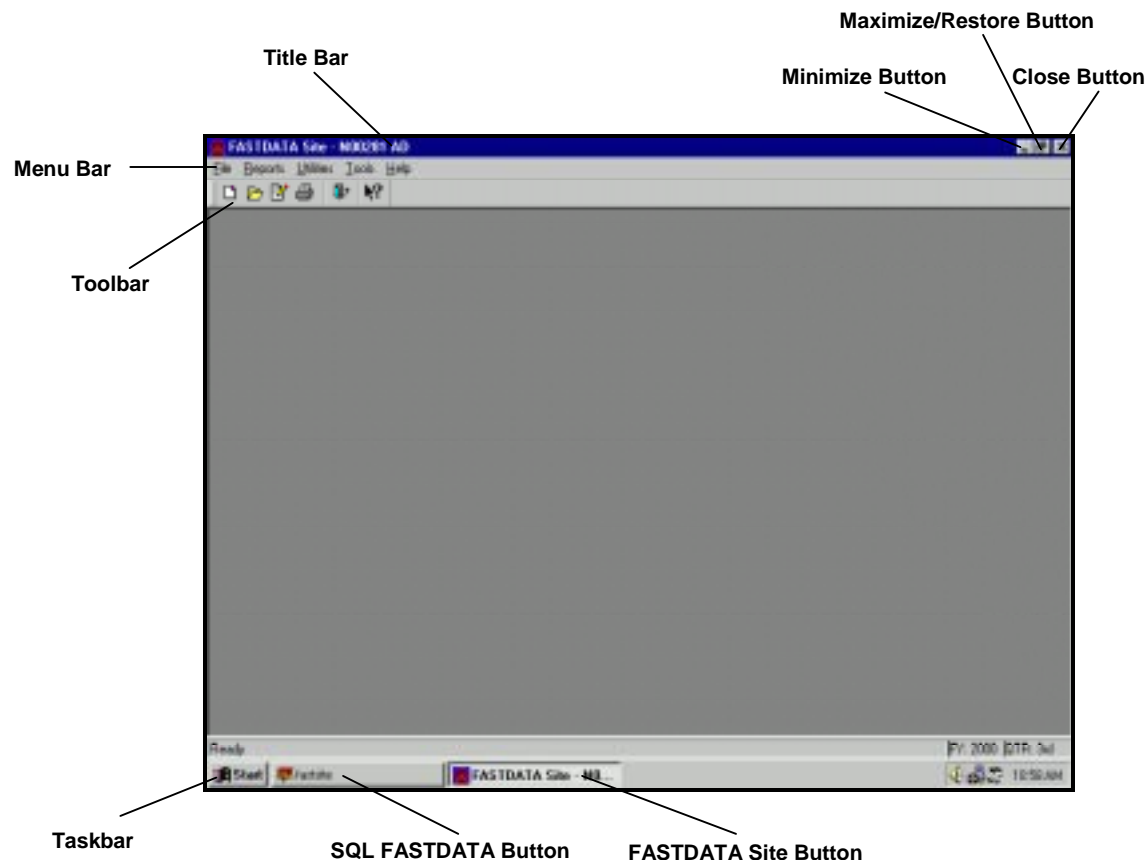

Figure 3.1
**Main
FASTDATA
Site
Module
Window**

The **Minimize** button will clear but not close the FASTDATA Site application from your display. The Site Module will continue to run when minimized. When minimized, a **FASTDATA Site** button in the Windows taskbar lets you know the application is still running. To restore FASTDATA to its previous size, left-click the **FASTDATA Site** button on the taskbar.

If the FASTDATA Site window is not displaying at its largest possible size, the **Maximize/Restore** button will make the FASTDATA Site window as big as it can be. If the FASTDATA Site window is not at its maximum size, the **Maximize** button will appear as a single square representing a window. If the FASTDATA Site window is at its maximum size, the **Maximize** button will appear as two, overlapping windows. Selecting the **Maximize** button when the display is already as big as it can be will change the display to its previous size.

The **Close** button will close the FASTDATA Site application. Do not select the **Close** button unless you're sure you wish to shut down FASTDATA.

Every window in FASTDATA has a title bar. When you select the **Maximize**, **Minimize**, or **Close** button on a window other than the application frame, the selected button action will apply to the current window rather than the FASTDATA application frame. For example, if you select

the **Close** button on the New Source NC2275 window title bar, the New Source NC2275 window will close although the FASTDATA application will remain open.

Menu Bar

The menu bar contains the main FASTDATA Site menus. Select a menu by clicking on it or by typing its access key. The access key for each menu is the underlined letter in the menu label. For example, on the **File** menu, the underlined **F** indicates you can enter **ALT+F** on your keyboard to open the **File** menu. With the **File** menu open, select from the menu by clicking on the desired item or by typing the desired item's access key. For example, you can select the **File** menu **Exit** item by clicking on it or simply by typing **x**.

When you open the FASTDATA Site Module, the menus that display and their contents will change after you open another window. For example, when you select the **File** menu with only the main application window open, it contains 12 options. After opening the Display SF1164 window, additional menus will display and the contents of the initial menus will expand. For example, the **File** menu will contain several more items and **View** and **Window** menus will appear on the menu bar.

The display and availability of menu items depends on the active FASTDATA window, the data you have selected, if any, and your Site security access settings. For example, if the Fund Administrator (FA) has assigned you a **Reports, Inquiries No Access** setting for Site Security in the FASTDATA FA Module, the **Reports** menu item will not display. If a menu item is temporarily unavailable, it will display as gray rather than black text. You cannot select gray (or lightened) menu items. Black (or darkened) items are enabled and selectable.

The sample menu options shown in Figures 3.2 through 3.8 are those displayed when the Display SF1164 window is open and minimized.

The **File** menu contains options for adding, editing, viewing, canceling, and reinstating documents, including associated acceptances, amendments, contracts, expenditures, and receipts; printing documents; and exiting the application.

Tip Many of the FASTDATA Site Module menu items contain submenus which allow the user to choose a specific option associated with the selected menu item. Figure 3.2 shows the submenu items for the **Accept Document** option.
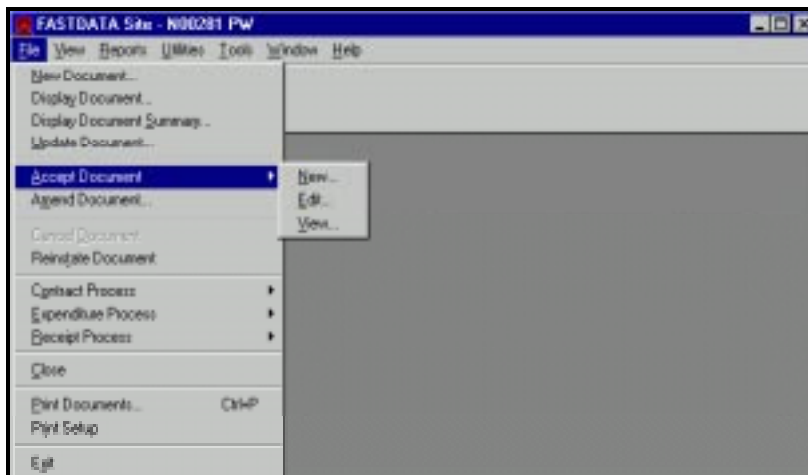

Figure 3.2
File Menu

The **View** menu contains viewing options for the data displayed in the current window and for finding specific documents and document summaries.
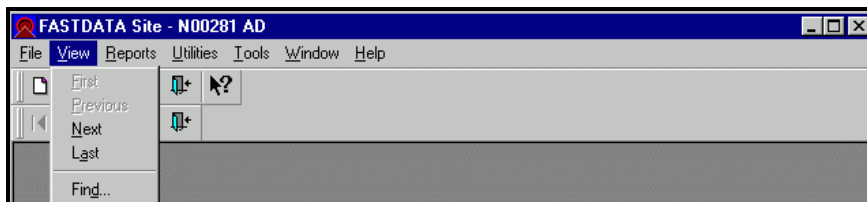

Figure 3.3
View Menu

The **Reports** menu contains options for opening and viewing the various FASTDATA Site reports, such as the Status of Funds Report and Transaction History Report.
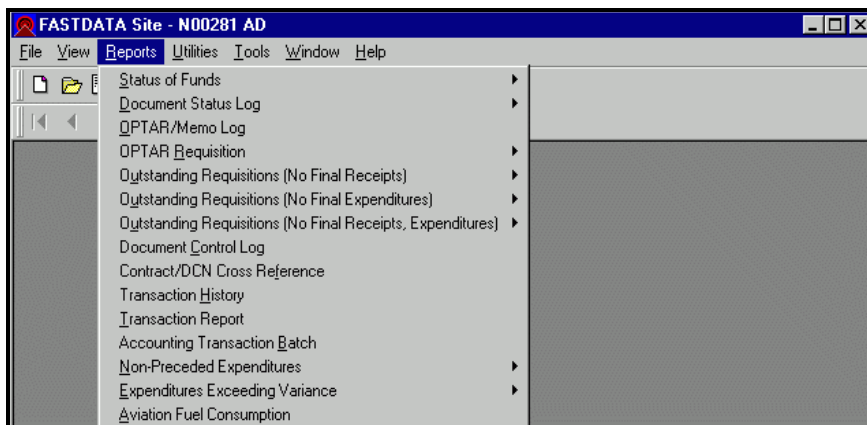

Figure 3.4
Reports Menu

The **Utilities** menu contains options to access the address book, view site status, import and export data, and perform quarterly and end-of-year processing.
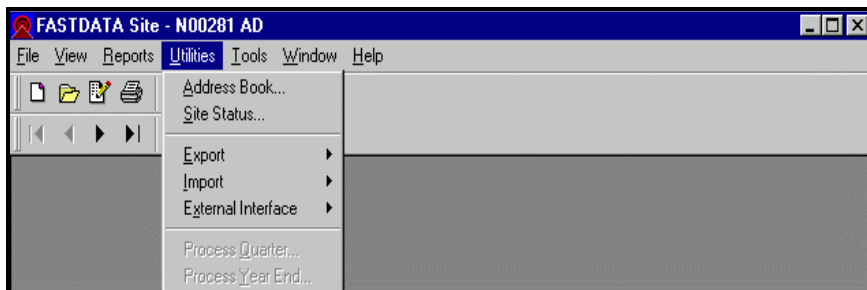
Figure 3.5
Utilities Menu

The **Tools** menu provides options for changing the display of the FASTDATA toolbars, changing your password, changing the active fiscal year, and enabling or disabling the auto fill function for documents.

Tip Select the **Auto Fill Documents** option to toggle the function on or off, as desired. When checked, as the user is creating a new document, data from a previous like document is automatically inserted into the new document. If you wish, you can then edit the data instead of reentering it in its entirety.
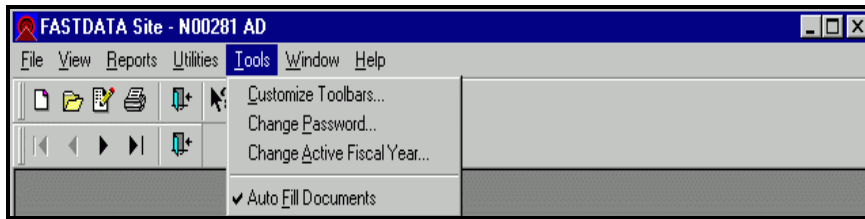

Figure 3.6
Tools Menu

The **Window** menu contains options for changing the view of the open FASTDATA windows. It also displays a list of the currently open FASTDATA windows.
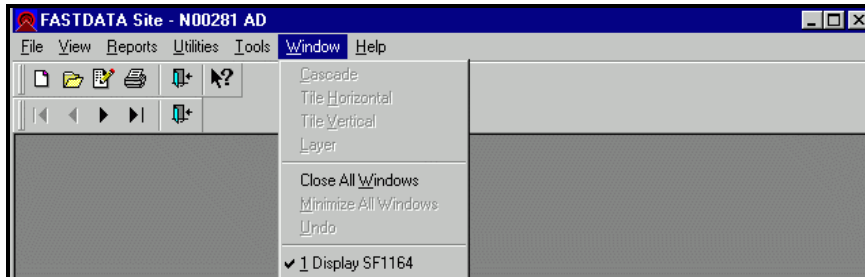

Figure 3.7
Window Menu

The **Help** menu accesses the reference help file, release notes, and the About FASTDATA window. Via the help menu, users also can enable and disable cue card help.
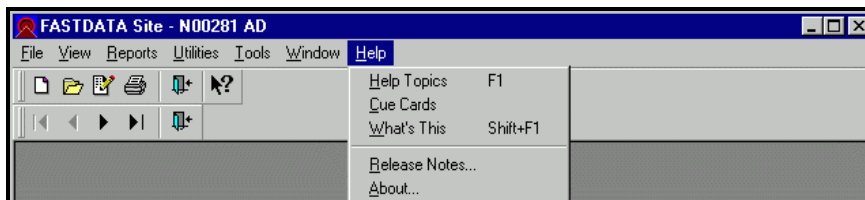

Figure 3.8
Help Menu

Toolbar

There are two FASTDATA toolbars: one associated with the main application frame and the other associated with the current open window. The buttons that appear on the application toolbar will depend on your FASTDATA Site access rights. The application toolbar buttons are shortcuts to various menu items. For example, you can open a New Document window by selecting **New Document** from the **File** menu, but it's quicker to simply click on the **New** toolbar button.
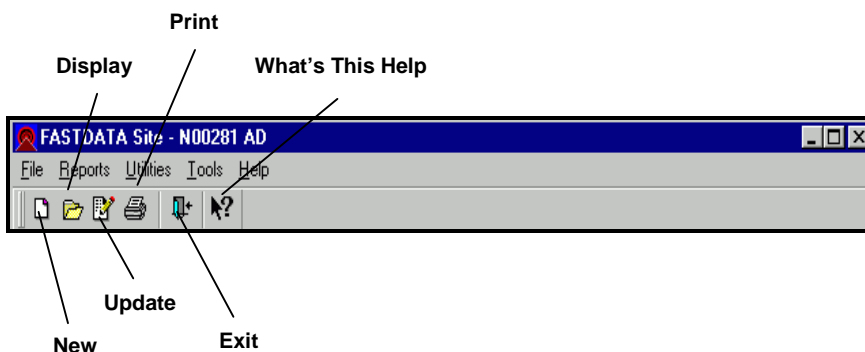

Figure 3.9
Main FASTDATA Site Application Toolbar Buttons

The application toolbar contains shortcut buttons for some of the **File** and **Help** menu items. If you have full access rights to all Site security access items on the User Maintenance window of

the FASTDATA FA Module, the application frame toolbar will contain the following buttons: **New**, **Display**, **Update**, **Print**, **Exit**, and **What's This Help**. The actual contents of the toolbar you see will depend on your access rights as defined in the FASTDATA FA Module under Site Security.

The toolbar buttons do not have text labels unless you have modified your toolbar settings to display large buttons; however, if you move your mouse cursor over a toolbar button, its tooltip will display. A tooltip is a concise description of a graphic window control. Additionally, with the cursor over the button, microhelp in the status bar at the bottom of the window displays the button's description.

Application Toolbar Button	Function
New	Opens the Select New Document Type window
Display	Opens the Select Document window
Update	Opens the Select Document - Update window
Print	Opens the Print Multiple Documents window
Exit	Closes the FASTDATA Site application
What's This Help	Enables the What's This? help cursor

The buttons that appear on the window-specific toolbar will depend on your FASTDATA access rights, the window(s) you have open, and whether you have data selected on the open window. Temporarily unavailable toolbar buttons are grayed rather than full-color. For example, if you have the Address Book window open, with the first address selected by default, the toolbar **First** and **Previous** VCR buttons will be unavailable (grayed) because you are on the first record.
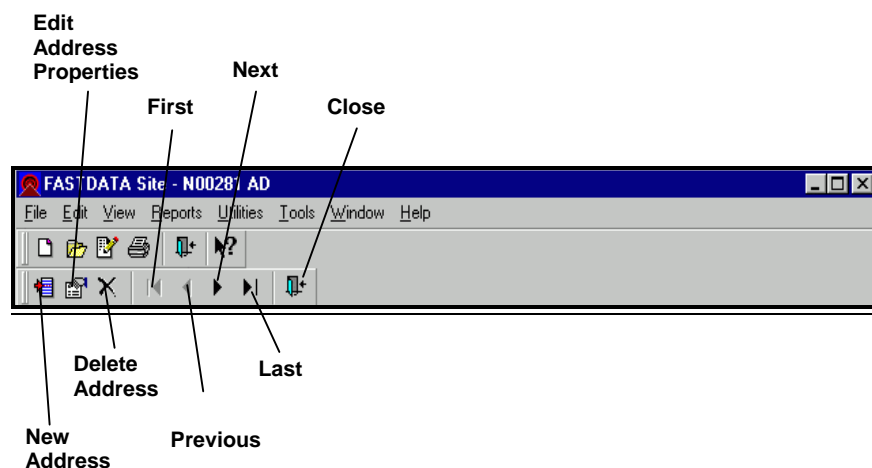

Figure 3.10
FASTDATA Window-Specific Toolbar Buttons

The window-specific toolbar varies, depending on the window that you have open. Figure 3.10 shows the toolbar for the Address Book window. The toolbar buttons include **New Address**, **Edit Address Properties**, and **Delete Address**. The buttons are shortcuts to the equivalent **File** and **Edit** menu items. The toolbar also contains four **VCR** buttons. These buttons are labeled like the forward and back buttons on many videocassette recorders (VCR's). The buttons are shortcuts to the equivalent **View** menu items. The **First** button jumps to the first record of the accessed data. The **Previous** button jumps to the previous record of the accessed data. The **Next** button jumps to the next record of the accessed data. The **Last**

button jumps to the last record of the accessed data. The toolbar also contains a **Close** button, which closes the currently active window.

Status Bar

The very bottom of the FASTDATA Site application frame contains the status bar. The status bar keeps you informed of the status of the application, and provides "microhelp." Microhelp provides information specific to the location of the window cursor. For example, if you move the cursor over the **Update** toolbar button, the tooltip for the button will display and microhelp will display a brief description of the button.
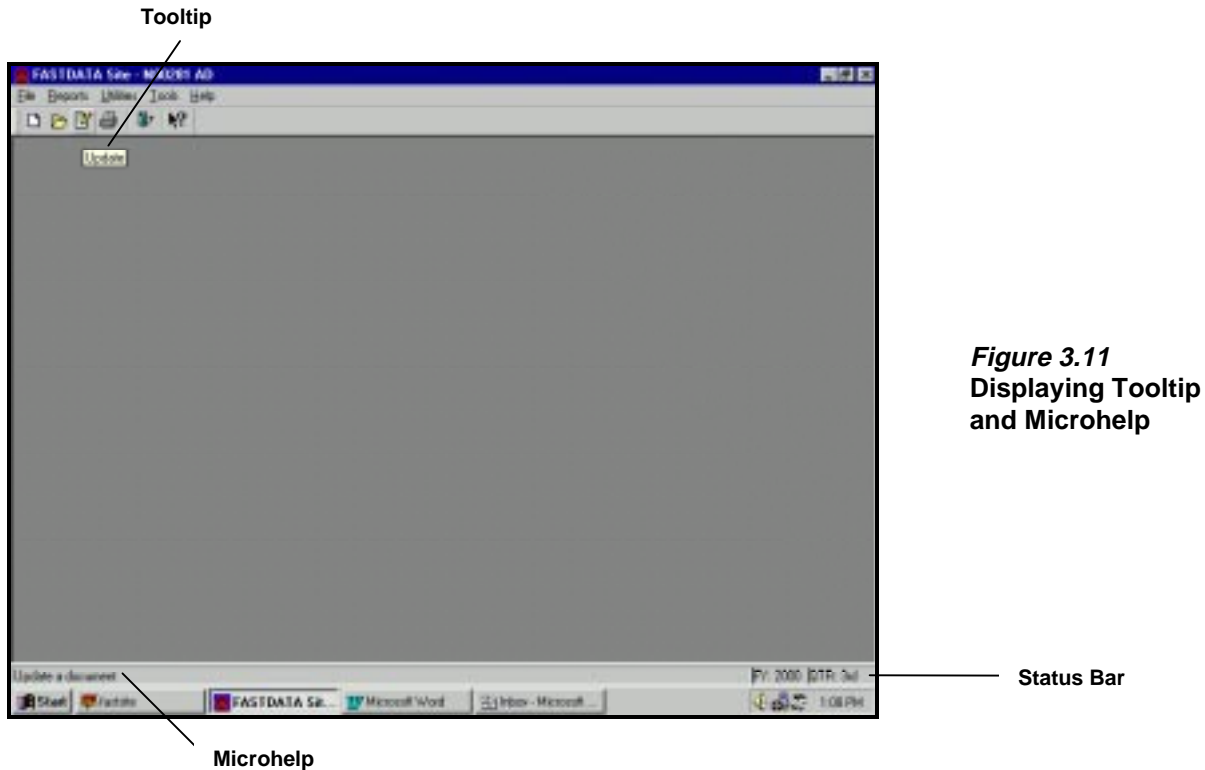

Figure 3.11
**Displaying Tooltip
and Microhelp**

Window Controls and Inputs

Window Focus and Control Types

"Focus" is the current location of the window's attention. Focus can be in a data field, a window title, a menu, on a button, or on a line of data in a list box. The focus of the window will be highlighted in some manner. For example, in a list box, the data row that has focus will be highlighted with a colored bar. When a command button, such as the **OK** button, has focus, a dotted line will surround the button's label. If a data field has focus, it will contain a flashing cursor.

A window control essentially is any object on the window that you can view, alter, or select. Window controls include command buttons, toolbar buttons, drop-down lists, input data fields, radio buttons, and list boxes. In this discussion of window controls, refer to the Customize Toolbars window as an example of many of the controls you will find on FASTDATA and other

GUI application windows. In the example here, the Customize Toolbars window focus is on the **ApplicationToolbar**.

Window controls include several types of buttons. A command button is a standard Windows control that initiates a command or sets an option. The Customize Toolbars window has four command buttons: **OK**, **Cancel**, **Apply**, and **Help**. In the example shown in Figure 3.12, focus is on the **Cancel** button.
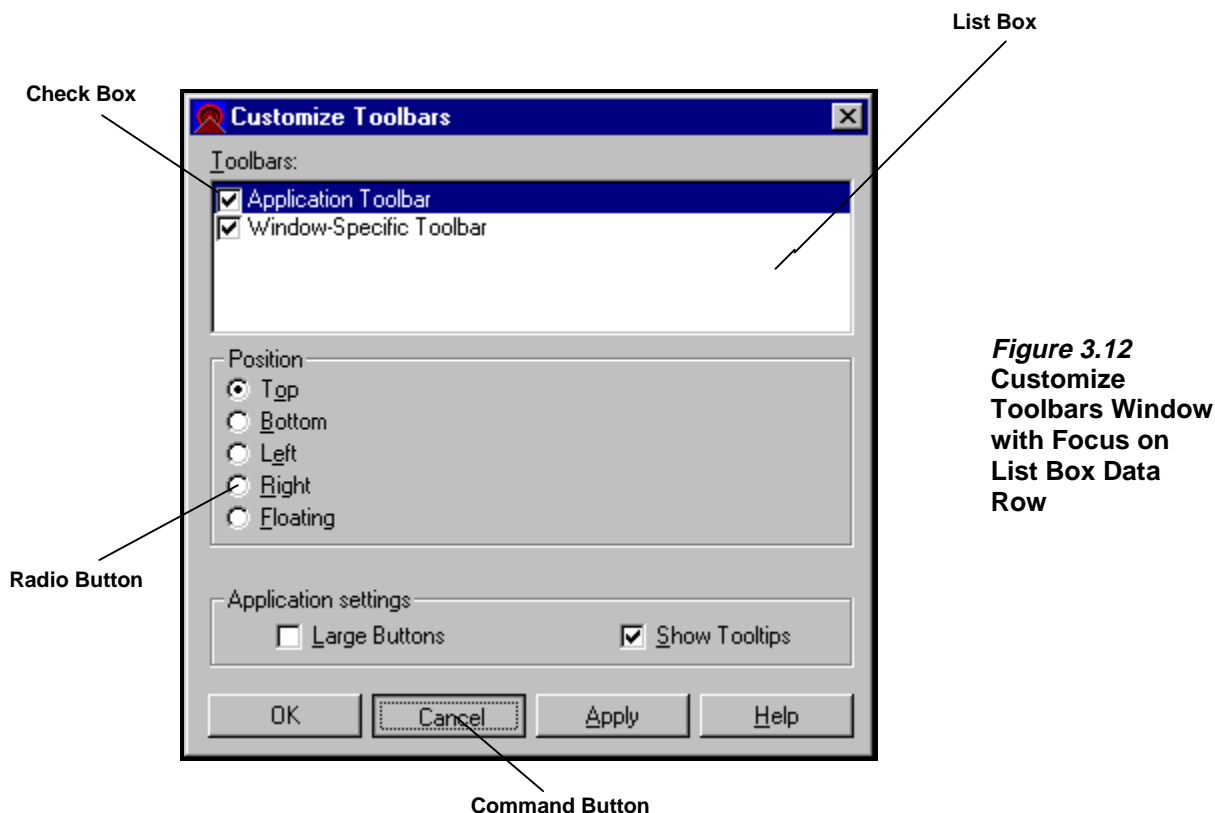
List Box

Check Box

Figure 3.12
Customize Toolbars Window with Focus on List Box Data Row

Radio Button

Command Button

Another type of button is the radio button, which offers a mutually exclusive choice: only one radio button can be enabled at a time. To enable a radio button, click on it.

Check boxes are another type of window control. A check box displays a setting, either checked (enabled) or not checked (disabled). Unlike radio buttons, you can have more than one check box enabled at a time. Enable or disable a check box by clicking on it. You can also change the check box setting by shifting window focus to the check box, then pressing the **SPACEBAR**.

List boxes are another type of window control. A list box contains one or more rows of data. To make a choice from a list box, you can select the desired row using your mouse or the arrow keys.

Some Site Module windows have tabs. Window tabs are similar to the tabs in a drawer of file folders. Tabs allow similar types of information to be grouped together, and each tab has a label to indicate the type of information it contains. For example, on the Select New Document Type window, there are three tabs: the **Source** tab, the **Memo** tab, and the **Supplemental** tab.

When focus is on one tab, you can shift focus to another tab by clicking on the tab or using the arrow keys on the keyboard.
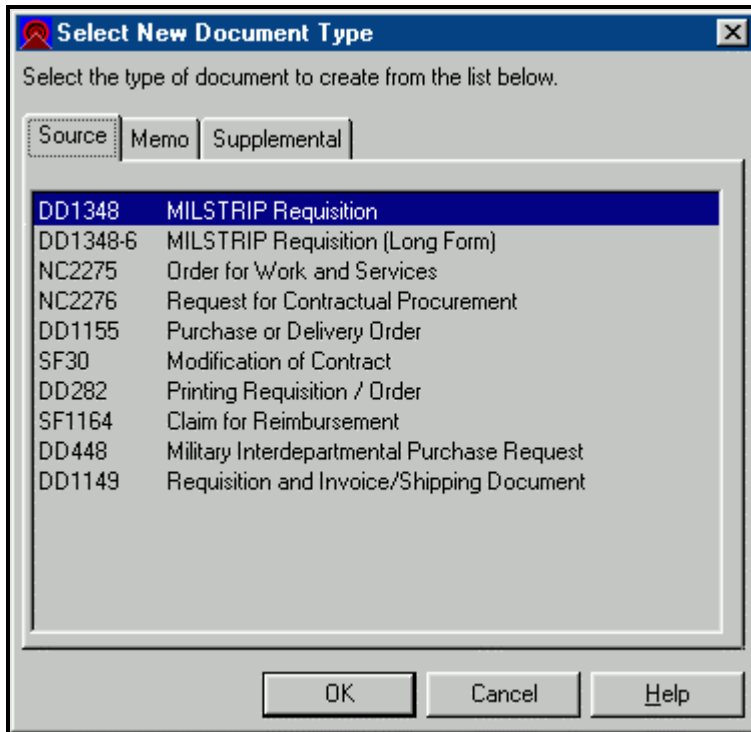

Figure 3.13
Select New Document
Type Window Tabs

In the example shown, the Select New Document Type window focus is on the **Source** tab.

Keyboard and Mouse Inputs

After you open a FASTDATA Site window, you can move focus around the window and manipulate window controls via the mouse or an equivalent keyboard command. For example, when the New Source NC2275 window opens, focus defaults to the **REFERENCE NUMBER** input field. You can shift focus to the next logical field by selecting the keyboard **TAB** key. With focus on the **REFERENCE NUMBER** input field, when you select the **TAB** key focus will shift to the **FUNDS EXPIRE ON** input field. You can also shift focus by clicking on the desired item. **SHIFT+TAB** moves focus in reverse order. To select a command button, such as the **Save** button at the bottom of the New Source NC2275 window, click on the desired button.

The function keys, usually running along the top of your keyboard, perform various functions in the FASTDATA Site application. For example, with the Site Module running, if you select the **F1** key the FASTDATA Site Module Reference Help file will open. **SHIFT+F1** enables the **What's This?** help cursor. After enabling the **What's this?** help cursor, click on a window object to see a description of the object. If you select **CTRL+F4**, you will close the currently active window. If you wish to close all open windows and exit FASTDATA Site Module, type **ALT+F4**.

Function Key	Function
F1	Accesses the reference help file
SHIFT+F1	Activates the What's This? help cursor
CTRL+F4	Closes the currently active window
ALT+F4	Closes the FASTDATA Site Module application

Common Window Features

The FASTDATA application uses a consistent interface to make it easier for you to use. Whether you're running the FA or Site Module, when you add, update, delete data, or view a report, you'll find consistency in the use of buttons, menus, and window appearance.

When you want to add new data or modify data, the basic steps are consistent from window to window, whether you are adding a new source document or a new memorandum. You can start the desired process from the appropriate menu or the associated toolbar button. For example, to create a new document, select the **New** toolbar button. You can also select the **File** menu **New Document** item but it's faster to select the toolbar button.

When you have a document window open, such as the Update SF1034 window, data fields that you can change will have a white background while view-only data fields will be gray. To change an editable data field, shift window focus to the field, then make the desired changes. To change a data field that features a drop-down list, shift focus to the field, then click on the drop-down arrow or type **ALT+DOWN ARROW**. The drop-down list will open and you can select the desired value from the list by highlighting it using the arrow keys or by clicking on it.

A quick way to edit any enabled data field on a window is to right-click on the desired field. A pop-up menu will display, allowing you to cut, copy, or paste all of the data field text or a selected portion of it.

When adding new document records, FASTDATA allows you to add multiple records in one session. For example, when you finish entering the desired data for a new SF1034 on the New Source SF1034 window, select the **Save** button to save the new document. You will be asked if you want to add another SF1034. If you select the **Yes** button, the window will remain open and allow you to add additional new SF1034's.

FASTDATA will generate different types of messages for you. For example, when you initiate a cancel action, FASTDATA will display a message prompting you to confirm the cancellation. The cancellation will not occur until you confirm that you actually do wish to cancel the selected document. Another type of message will inform you if FASTDATA cannot perform the action you requested. For example, on the Select Document - Update window, if you try to select a fuel chit to update, a message will inform you that the document cannot be selected because it contains a receipt. FASTDATA also will generate a message if you try to save new or modified data without an entry in a required field or if you try to enter duplicate data.

Primary vs. Secondary Windows

The main FASTDATA windows are primary windows. A primary window is a window that allows you to access the menus, toolbar buttons, and other open primary windows. When you have a secondary window open, the FASTDATA Site Module menus, toolbar buttons, and any other open windows are not accessible. A secondary window is also known as a response window because some sort of user input or response is expected on the window.

Examples of primary windows in the FASTDATA Site Module are the FASTDATA Site window and the Address Book window. With any of these windows open, the Site Module menus are accessible, as are the toolbar buttons.

Examples of secondary windows in the Site Module are the various New document windows and the Print Preview windows. With any of these windows open, the Site Module menus are inaccessible.

Some of the FASTDATA Site Module windows are not associated with any specific source documents, memorandum documents, or records windows. These windows include the Change Password, the Change Active Fiscal Year, Customize Toolbars, Printer Setup, About FASTDATA Site, Release Notes, Address Book, and Site Status windows. These windows, as well as some others, are discussed in detail in later sections of this chapter and in Chapter 8.

Using FASTDATA Help

The FASTDATA application features three kinds of help: reference, What's This?, and cue card help.

Reference Help

Reference help opens from the **Help** menu **Help Topics** item or the toolbar **Help** button. You can also open help by pressing the **F1** key. On response windows, where the menus and toolbar buttons are unavailable, there will be a **Help** button to let you access help. Reference help is organized into topics.

There is a topic for every window in the Site Module. Refer to the reference help file when you need information on the functions of a window, the length and composition of window data fields, whether a data element requires an entry, and any user access restrictions to the window. You can access reference help from any window in the Site Module. When you open help, the topic that displays depends on the window from which you accessed help. Most help topics offer jumps to related help topics. Jumps to other topics are in green, underlined text. Glossary terms are green, with a dotted underline. When you select a glossary term, the definition appears in a pop-up window.
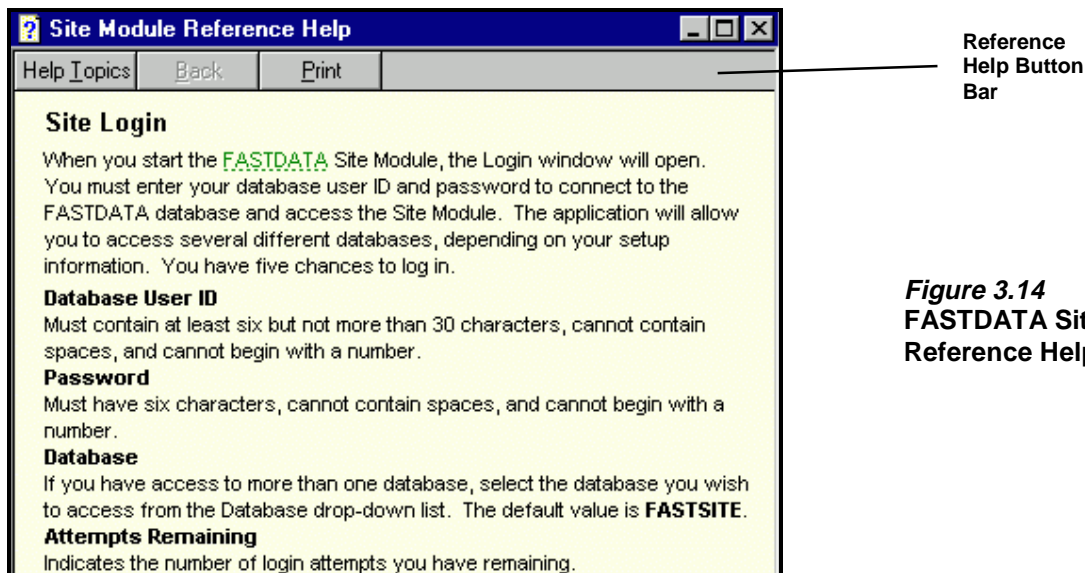

Reference
Help Button
Bar

Figure 3.14
FASTDATA Site Module
Reference Help

The sample reference help topic shown is a portion of the Site Login window help topic.

The reference help main windows button bar contains buttons that let you view FASTDATA Site help contents, search for a specific topic, print the displayed topic, access the FASTDATA Site glossary, move to the next or previous logical help topic, and enable cue card help.

Cue Card Help

The Site Module also features cue card help, which contains how-to information for the Site Module windows. Step-by-step instructions guide you through adding, canceling, modifying, accepting, and amending different types of Site records. Cue card help is action-oriented while reference help is information-oriented. Cue cards open and change automatically when you open and switch between various FASTDATA windows. To suspend display of cue card help, select the check-marked **Cue Cards** item on the FASTDATA Site **Help** menu. If you want to re-enable cue cards, reselect the **Help** menu **Cue Cards** item.
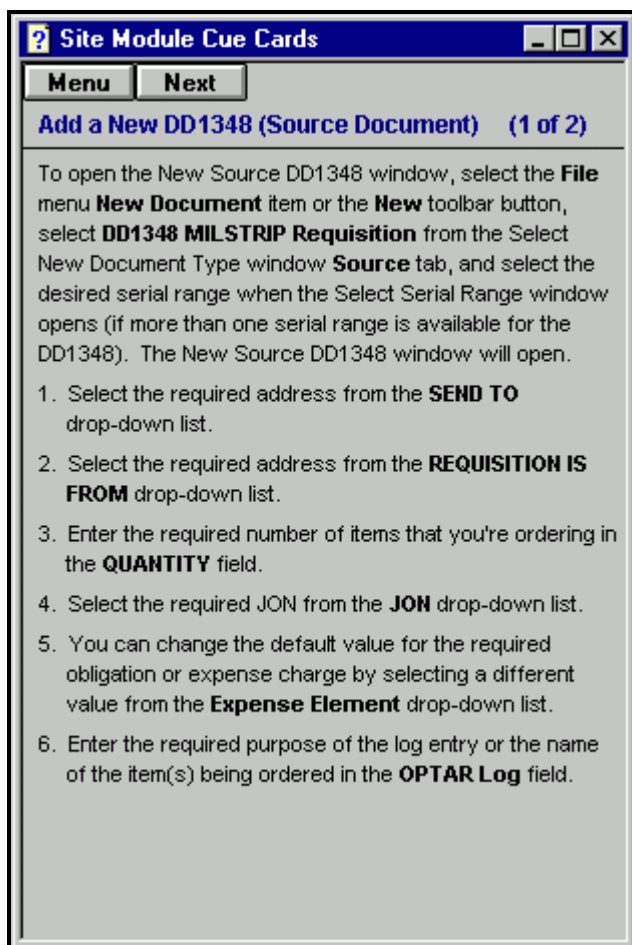
Figure 3.15
FASTDATA Site Module
Cue Card Help

The sample cue card shown contains step-by-step directions for adding a new DD1348 source document.

What's This? Help

The third type of FASTDATA help, What's This? help, provides definitions for every object in the FASTDATA application. On any window, select the **What's This Help** toolbar button, then click on the window object for which you want a definition. The definition displays until you perform another mouse click or keystroke. On response windows where you cannot access the toolbar

buttons, type **SHIFT+F1** simultaneously. With the **What's This?** pointer, click on the desired object to access the response window element definition.
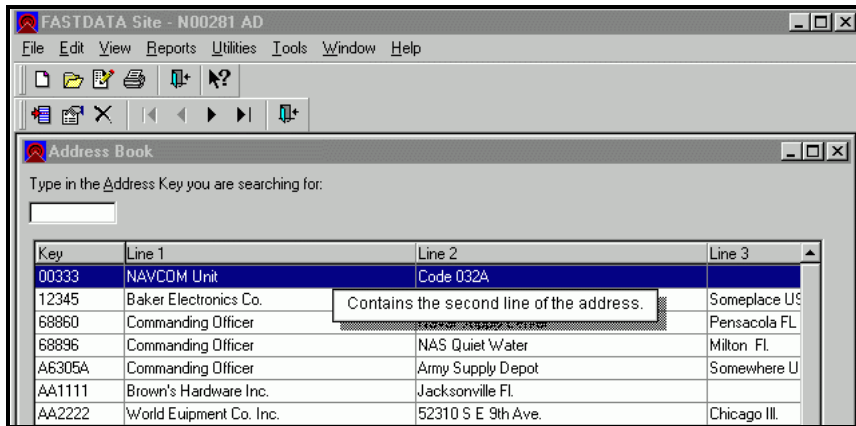
Figure 3.16
FASTDATA Site Module What's This Help

In the **What's This Help** example shown, a description of Line 2 on the Address Book window displays.

Change Password Window

⌨ Overview

This window allows Site Module users to change their passwords to access the FASTDATA Site Module.

The Change Password window opens from the **Tools** menu.
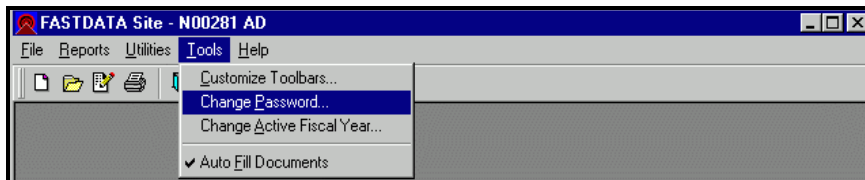
Figure 3.17
Opening the Change Password Window

Restrictions

- All authorized Site users have access to change their own password.

• *Change Password Window Objects*
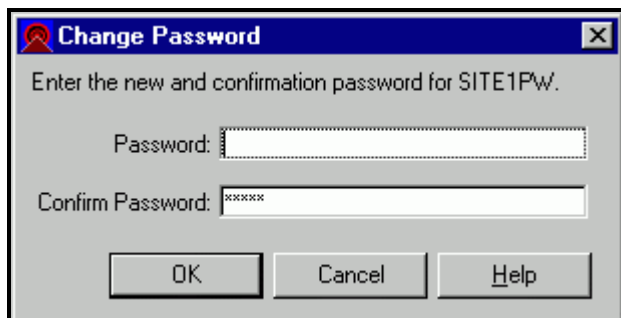
Figure 3.18
Change Password
Window

Password
Enter the new password. The password must contain six characters, cannot begin with a number, and cannot contain any spaces.

Confirm Password
Reenter the new password.

OK
Saves any password changes and closes the Change Password window.

Cancel
Aborts the change action and closes the Change Password window.

Help
Accesses the Change Password window help topic.

☞ *Change Password Window Options*

• **Change your password**

■ *Steps for Changing Your Password*

1. From the FASTDATA Site window, select **Change Password** from the **Tools** menu. The Change Password window will open.
2. Enter your new six-character password in the **Password** field. Site passwords cannot begin with a number, cannot contain spaces, and must have six characters.
3. Reenter your new password in the **Confirm Password** field.

Figure 3.19
Entering and Confirming
Your New Password

4. Select the **OK** button to save your changes and close the Change Password window.

Change Active Fiscal Year Window
⌨ Overview

This window allows Site Module users to change the active fiscal year for the current FASTDATA session.

The Change Active Fiscal Year window opens from the **Tools** menu.
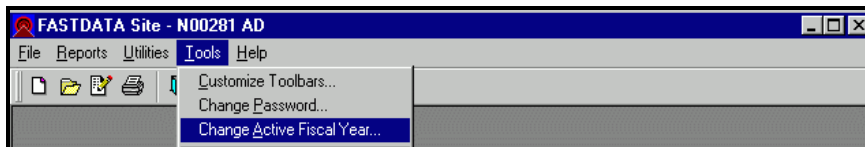
Figure 3.20
Opening the Change
Active Fiscal Year
Window

Restrictions

• Access to the Change Active Fiscal Year window depends on the process you wish to perform and the current active Site Module window.

• *Change Active Fiscal Year Window Objects*
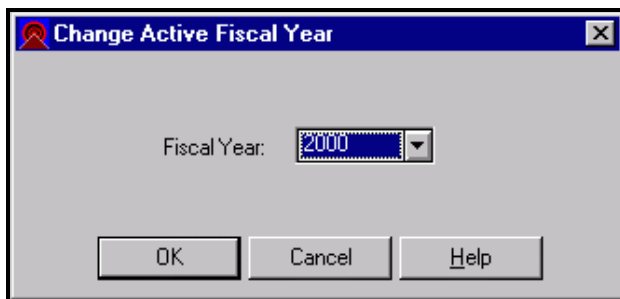
Figure 3.21
Change Active
Fiscal Year Window

Fiscal Year
The default value is the current fiscal year. If you wish to change the currently selected fiscal year, select a different fiscal year from the drop-down list.

OK
Applies the new selection to the current FASTDATA session and closes the Change Active Fiscal Year window.

Cancel
Aborts the action to change the fiscal year and closes the Change Active Fiscal Year window.

Help
Accesses the Change Active Fiscal Year window help topic.

☞ *Change Active Fiscal Year Window Options*

- **Change active fiscal year**

■ *Steps for Changing the Active Fiscal Year*

1. From the FASTDATA Site window, select **Change Active Fiscal Year** from the **Tools** menu.

   The Change Active Fiscal Year window will open.
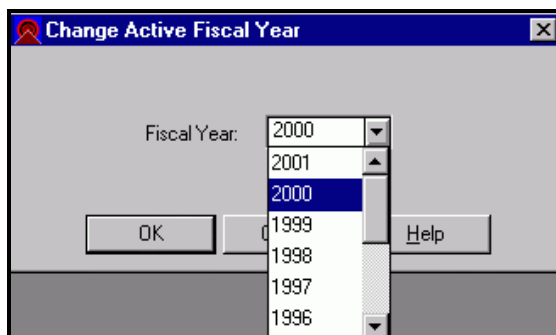
Figure 3.22
Changing the Active Fiscal Year

2. If you wish to change the active fiscal year, select the desired value from the **Fiscal Year** drop-down list.
3. Select the **OK** button to save your changes and close the Change Active Fiscal Year window.

Customize Toolbars Window

▱ *Overview*

Users can modify the appearance and location of the FASTDATA toolbars via the Customize Toolbars window.   If you open the Customize Toolbars window from the application frame, the only toolbar that you can modify is the Application Toolbar. To have access to modify both the Application Toolbar and the Window-Specific toolbar, open a window that has a toolbar associated with it before you open the Customize Toolbars window. For example, with the Display DD1348 window open, its associated toolbar will display.

The Customize Toolbars window opens from the **Tools** menu.
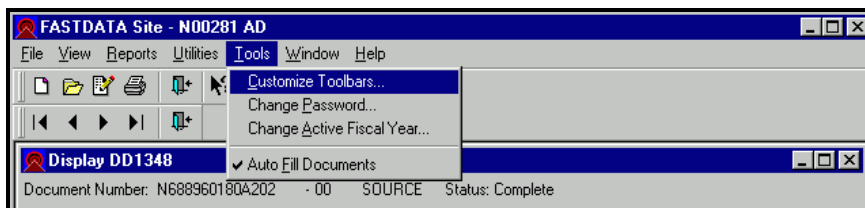
Figure 3.23
Opening the Customize Toolbars Window

Restrictions

- Access to the Customize Toolbars window is unrestricted.

• *Customize Toolbars Window Objects*

Figure 3.24
Customize Toolbars Window

Toolbars
The **Application Toolbar** check box controls the display of the toolbar associated with the FASTDATA application frame (window). The **Window-Specific Toolbar** check box controls the display of the toolbar associated with the current FASTDATA Site Module window.

Position
Controls the location of the toolbars.

Top
Places the selected toolbar below the menu bar.

Bottom
Places the selected toolbar above the status bar.

Left
Places the selected toolbar down the left side of the window.

Right
Places the selected toolbar down the right side of the window.

Floating
Places the toolbar in a moveable box.

Application settings
Provides further options for toolbar displays in FASTDATA.

Large Buttons
Controls whether large or small toolbar buttons display. Large buttons contain text labels as well as pictures.

Show Tooltips
Controls whether the toolbar button's tooltip displays when the mouse cursor is over a toolbar button. A tooltip identifies the function of the button.

OK
Accepts the toolbar settings and closes the Customize Toolbars window.

Cancel
Aborts any changes made to the toolbar settings and closes the Customize Toolbars window.

Apply
Lets you see how any toolbar changes you've made will look. If you don't like the changes, you can undo them before you close the Customize Toolbars window.

Help
Accesses the Customize Toolbars window help topic.

☞ *Customize Toolbars Window Options*

- **Change Application and Window-Specific Toolbar Settings**

■ *Steps for Changing Application and Window-Specific Toolbar Settings*

1. To have access to modify both the Application Toolbar and the Window-Specific toolbar, open a window within the Site Module that has an associated toolbar and select **Customize Toolbar** from the **Tools** menu.

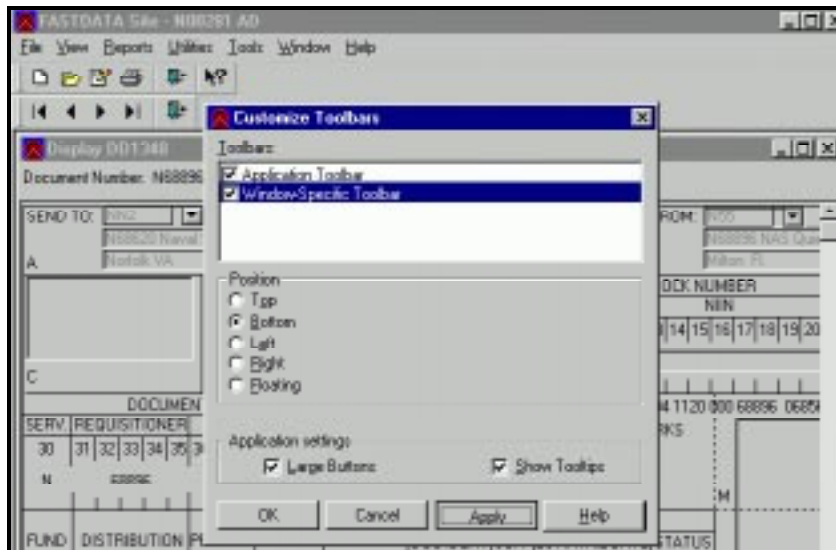   The Customize Toolbars window will open.

Figure 3.25 Changing the Toolbar Settings

This example shows the open Customize Toolbars window with the Display DD1348 window open. If you open the Customize Toolbars window from the application frame, the only toolbar that you can modify is the Application Toolbar.

2. Check or uncheck the desired FASTDATA toolbars. The **Application Toolbar** check box controls the display of the toolbar associated with the main FASTDATA Site application window. The **Window-Specific Toolbar** check box controls the display of the toolbar on any other window that has an associated toolbar; the **Window-Specific Toolbar** buttons vary, depending on which window is open.
3. Modify the location of the toolbar by selecting the desired **Position** radio button.
4. Modify the appearance of the toolbar buttons by checking or unchecking one or both **Application settings** check boxes.
5. Select the **Apply** button to see how the new settings will affect the toolbar.
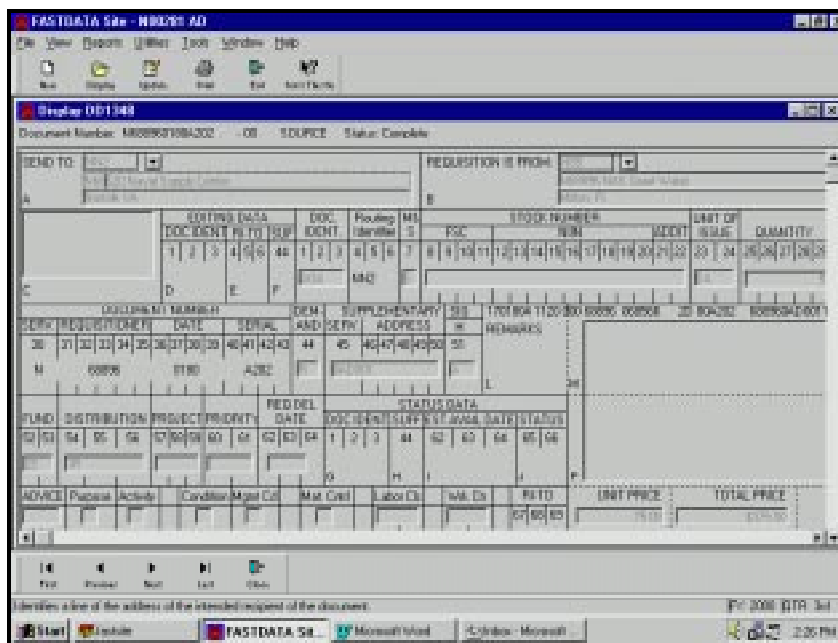
Figure 3.26
New Toolbar
Display

This example shows the **Large Buttons** and **Show Tooltips** options enabled for all toolbar buttons, with the **Bottom Position** selected for the Display DD1348 window toolbar.

6. Select the **OK** button to save the new settings and close the Customize Toolbars window.

Printer Setup Window

⌨ *Overview*

Users can change the printer selection and print options from the Printer Setup window.

The Printer Setup window opens from the **File** menu.
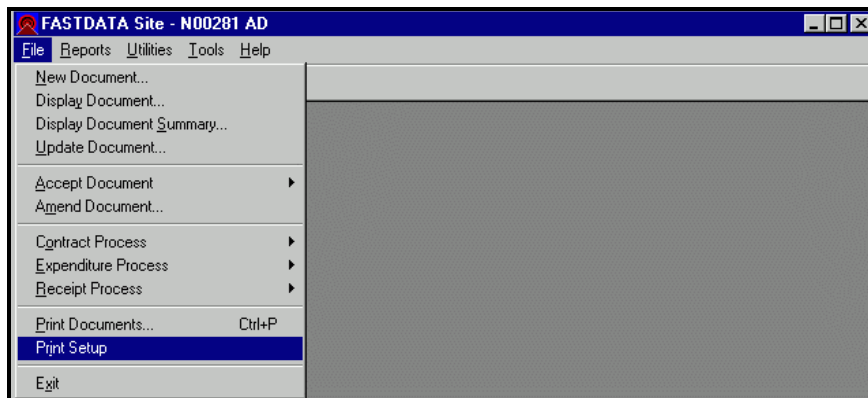
Figure 3.27
Opening the Printer
Setup Window

Restrictions

- Access to the Printer Setup window is unrestricted.

• *Printer Setup Window Objects*
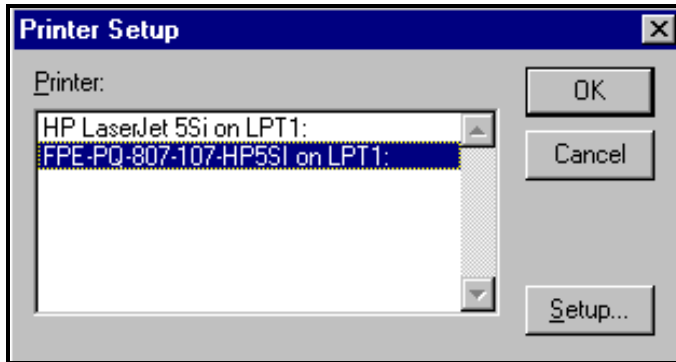
**Figure 3.28
Printer Setup
Window**

OK
Accepts the printer settings and closes the Printer Setup window.

Cancel
Aborts any changes made to the printer settings and closes the Printer Setup window.

Setup
Opens the Document Properties window for the selected printer, allowing you to change page setup and advanced print options.

☞ *Printer Setup Window Options*

- **Change printer and print criteria**

■ *Steps for Changing Printer and Print Criteria Settings*

1. From the FASTDATA Site window, select **Print Setup** from the **File** menu.

The Printer Setup window will open.
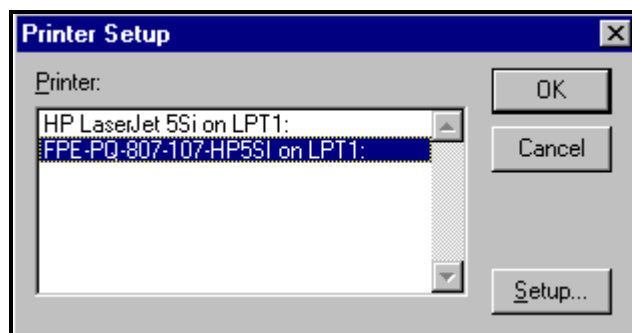
Figure 3.29
Selecting the
Desired Printer

2. Select the desired printer from the **Printer** list box.
3. If desired, select the **Setup** button to change the print criteria. The Document Properties window for the selected printer will open.
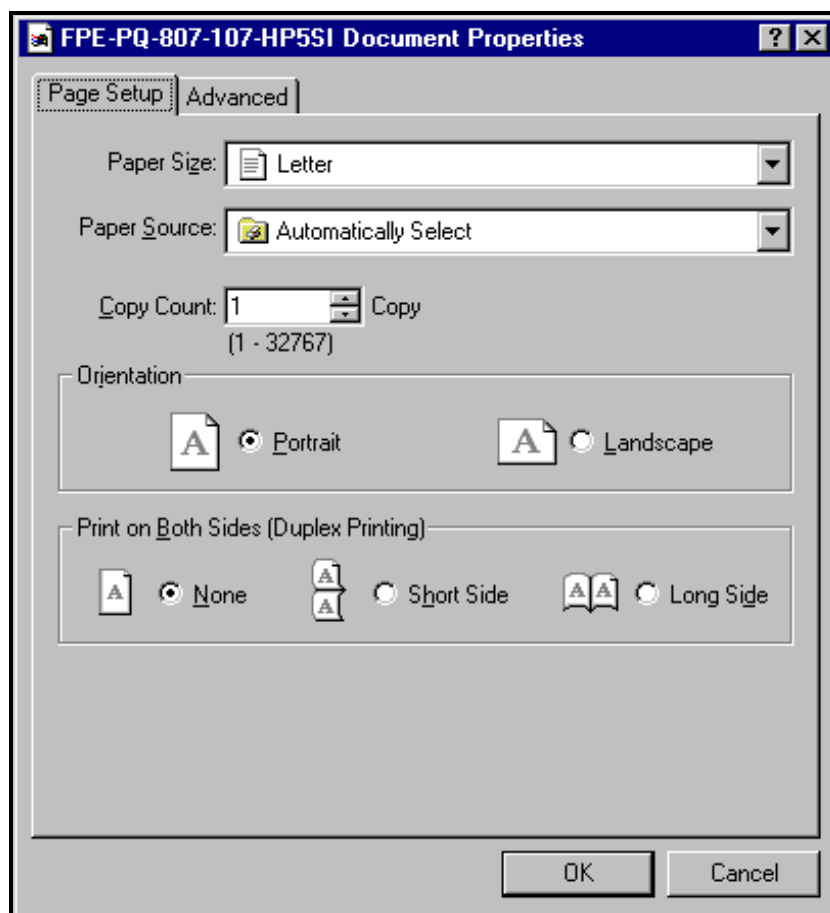
Figure 3.30
Changing the
Print Criteria

4. Select the desired tab and print options. The **Page Setup** tab is selected by default. In the example shown, data will be printed on letter-size paper in the portrait format. The selected number of copies is one.
5. Select the **OK** button to close the Document Properties window.
6. Select the **OK** button to close the Printer Setup window.

About FASTDATA Site Window

▱ *Overview*

The About FASTDATA Site window provides users with information about the version of the FASTDATA Site application they are running, the current user's ID, the database to which the user is connected, the associated FA, and the site identifier. Additionally, the information box will indicate if the user's computer system is lacking a required FASTDATA font. A missing font may cause display problems when you're running the application or it may cause some reports to display or print incorrectly.

You can copy and paste the contents of the information box into another application, such as WordPad or Microsoft Word, so that you can print it or send the message to someone who may be able to help you resolve the missing font problem.

The About FASTDATA Site window opens from the **Help** menu.
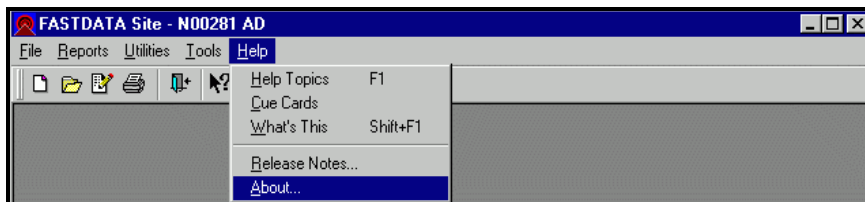
Figure 3.31
Opening the About FASTDATA Site Window

Restrictions

• Access to the About FASTDATA Site window is unrestricted.

• *About FASTDATA Site Window Objects*
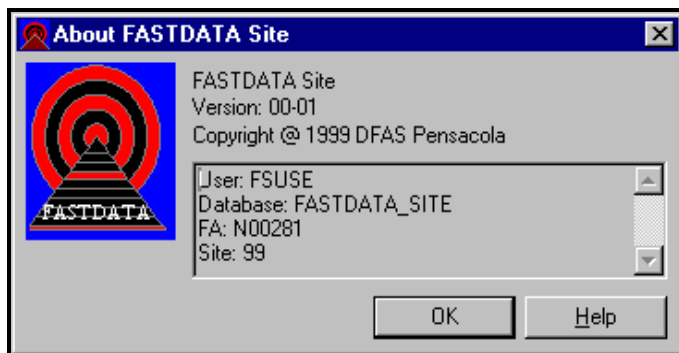
Figure 3.32
About FASTDATA
Site Window

Version Information and Text Box
Provides information about the version of FASTDATA Site Module you are running, your user ID, database name, associated FA, and site name under which you logged on.

OK
Closes the About FASTDATA Site window.

Help
Accesses the About FASTDATA Site window help topic.

☞ *About FASTDATA Site Window Options*

• **View and copy About FASTDATA Site window text**

■ *Steps for Viewing and Copying About FASTDATA Site Window Text*

1. From the FASTDATA Site window, select **About** from the **Help** menu.

The About FASTDATA Site window will open.
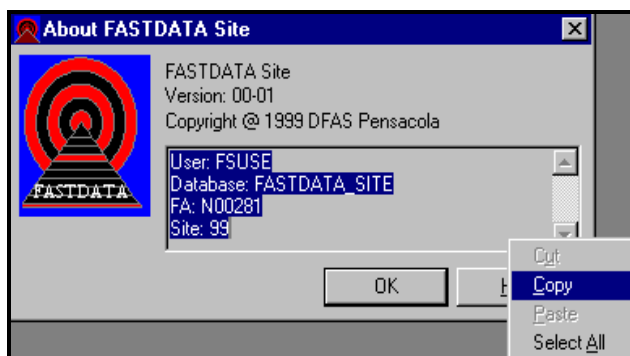
Figure 3.33
Copying the About
FASTDATA Site
Information Box Text

2. If you wish to copy the contents of the information box on the About FASTDATA Site window into another application, click on the information box, then right-click your mouse. A floating menu will display.
3. Select **Select All** from the floating menu, then right-click again. The floating menu will reappear.
4. Select **Copy** from the floating menu.
5. Open the desired application, such as WordPad or Microsoft Word, and paste the information box contents into the new file. You can paste by typing **CTRL+V** or by selecting **Paste** from the **Edit** menu.
6. If you wish, you can then print the file, save the file, or send the file to someone who may be able to help you resolve a missing font problem, if applicable.

Release Notes Window

⌨ *Overview*

Release notes provide helpful information about the current version of the FASTDATA Site Module that you have installed on your system.

The Release Notes window opens from the FASTDATA Site **Help** menu.
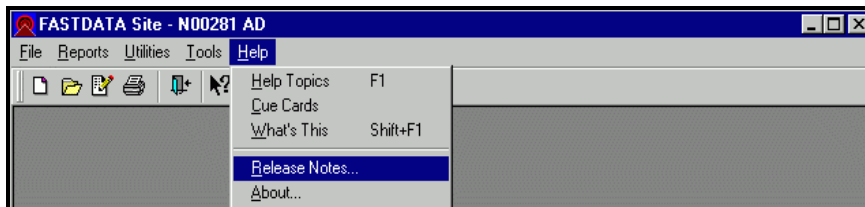
Figure 3.34
Opening the Release Notes Window

Restrictions

- Access to the Release Notes window is unrestricted.

• *Release Notes Window Objects*
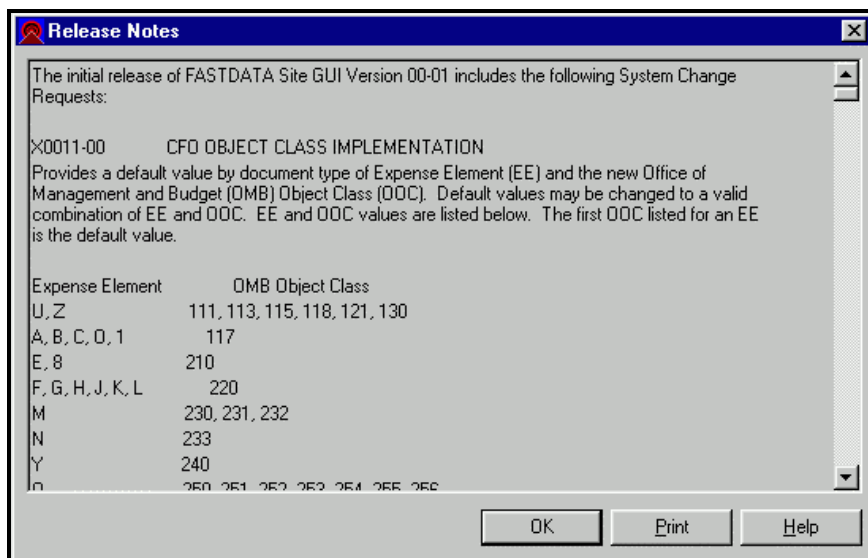
Figure 3.35
Release Notes Window

Information Box
Provides information about the version of the FASTDATA Site Module you are using, including information on any system change requests (SCR's) incorporated into the release.

OK
Closes the Release Notes window.

Print
Opens the Quick Print window, allowing you to print the release notes.

Help
Opens the Release Notes window help topic.

☞ *Release Notes Window Options*

• **View and print Release Notes**

■ *Steps for Viewing and Printing Release Notes*

1. From the FASTDATA Site window, select **Release Notes** from the **Help** menu.

The Release Notes window will open.
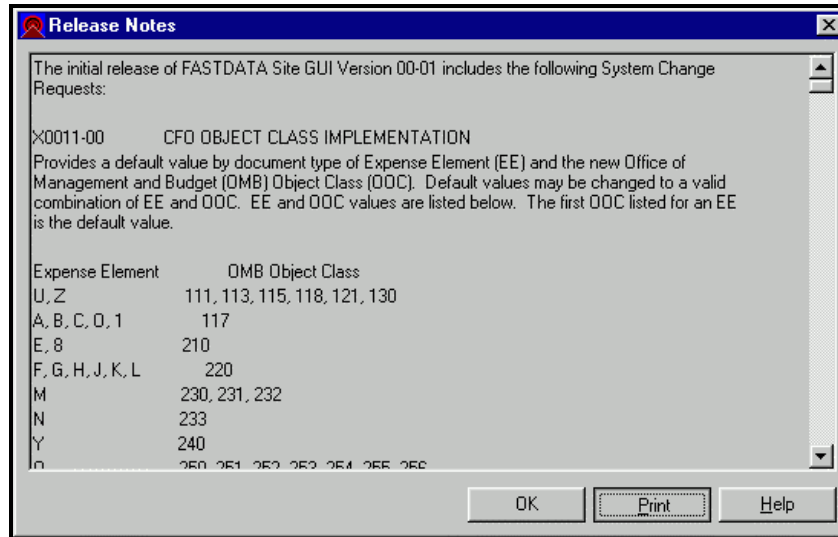
Figure 3.36
Printing the Release Notes

2. If the release notes extend past the visible area of the text box, use the scroll bar on the right to scroll down.
3. Select the **Print** button if you wish to print the release notes.

The Quick Print - Release Notes window will open.
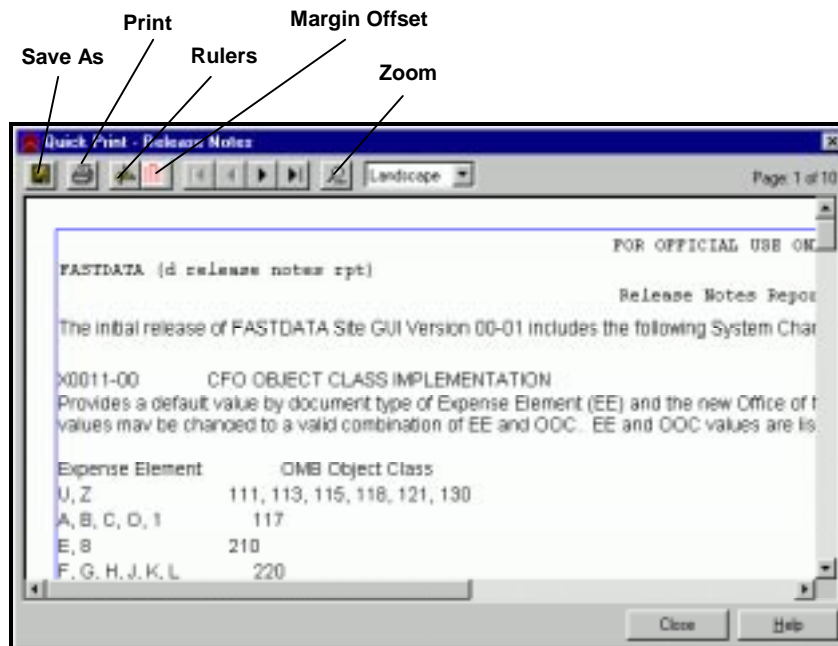
Figure 3.37
Quick Print - Release Notes Window

4. Select the **Save As** picture button if you wish to save the release notes data in a file.
5. Select the **Print** picture button to print the release notes.
6. Select the **Rulers** picture button if you wish to see vertical and horizontal rulers on the window.
7. Select the **Margin Offset** picture button if you wish to increase the margin in order to punch holes in the release notes.
8. Use the **VCR** buttons to view the first, next, previous, and last pages of the release notes, if applicable.
9. Select the **Zoom** picture button if you wish to change the percent of magnification of the displayed release notes.
10. Select the desired page orientation from the drop-down list: **Landscape** or **Portrait**.
11. Select the **Close** button to close the Quick Print window.
12. Select the **OK** button to close the Release Notes window.

Select Document Window

▱ Overview

Use this window to select desired Site source and memorandum documents to view. You also can use the window to select a document for which you wish to view a summary of. Both options are discussed in detail.

The Select Document - Display window opens from the FASTDATA Site **File** menu.
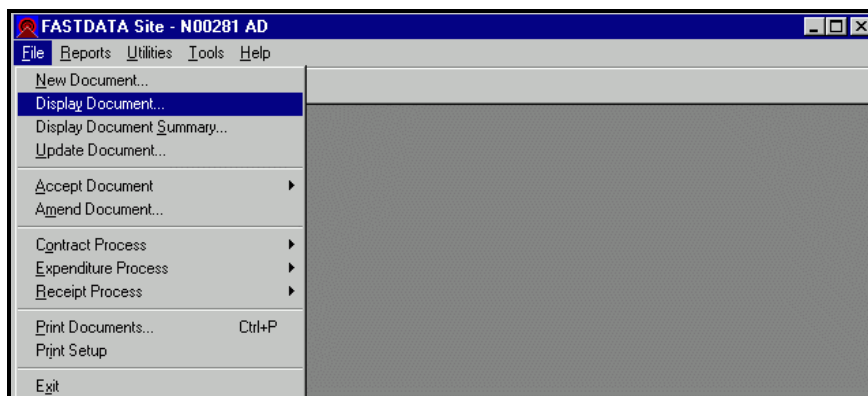
Figure 3.38
Opening the Select Document Window

Restrictions

- Access to view Site source and memorandum documents is unrestricted.

- Only users with a FASTDATA FA Module Site Security Access **Print Document** access level of **Access** can print source documents.

- A FASTDATA FA Module Site Security Access **Print Document** access level of **No Access** prevents a user from printing source documents.

NOTE You cannot print memorandum documents in the FASTDATA Site Module.

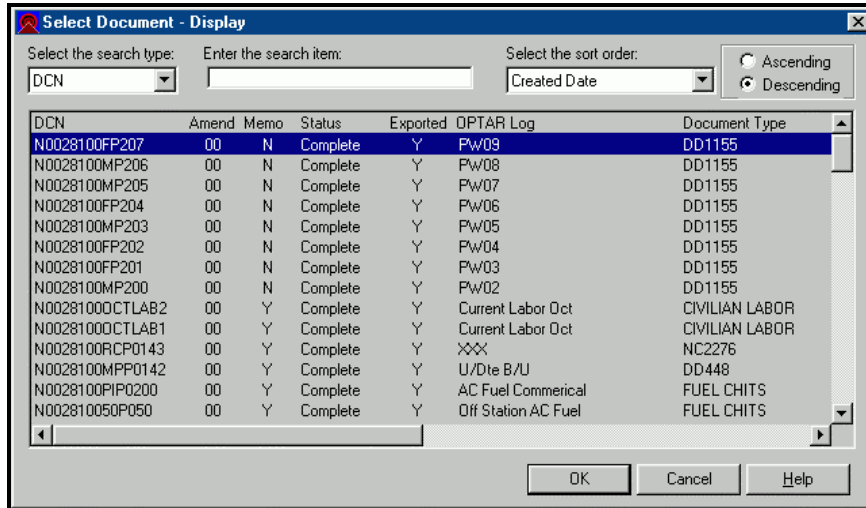---

• *Select Document Window Objects*

Figure 3.39
**Select Document
Window**

Select the search type
You can search by **DCN**, **Local Code**, **OPTAR Log**, or **Vendor**. Select the desired value from the drop-down list.

Enter the search item
Allows you to enter the desired value for the selected search type. For example, if you selected DCN for the search type, enter the desired DCN in this field.

Select the sort order
Allows you to change the sort order of the data displayed on the Select Document window. Select the desired value from the drop-down list. Valid values include **Created Date**, **DCN**, **Document Type**, **Local Code**, **Optar Log**, and **Serial Number**.

Ascending
Select the **Ascending** radio button if you wish to sort the selected sort order data in ascending order.

Descending
Select the **Descending** radio button if you wish to sort the selected sort order data in descending order.

DCN
Identifies the 15-character Standard Document Number (SDN), the 14-character Requisition Number (MILSTRIP/MILSTRAP), or the 13-character Procurement Instrument Identification Number (PIIN)/Contract Number.

Amend
Identifies a specific official amendment to a previously established financial document.

Memo
Indicates whether the document is a source document or memorandum.

Status
Indicates a document or document number's current status.

Exported
Indicates whether the document has been exported to the FA; the system assigns this value when the record is exported to the FA.

OPTAR Log
Identifies the purpose of the OPTAR Log entry that will be printed on the OPTAR Log, or the name(s) of items being requisitioned.

Document Type
Identifies a specific document form number.

Local Code
A code of up to 20 characters that identifies document types and groupings for reporting purposes.

Vendor
Identifies the organization, person, or entity providing services or filing a claim for reimbursement. The actual value depends on the document type.

Created Date
Lists the date and time that a document was created.

OK
Accepts your document selection and closes the Select Document window.

Cancel
Aborts the action to select a document.

Help
Accesses the reference help topic on the Select Document window.

☞ *Display Document and Display Document Summary Options*

- **View source and memorandum documents**

- **View a summary of source and memorandum documents**

■ *Steps for Viewing Source and Memorandum Documents*

1. From the FASTDATA Site window, select **Display Document** from the **File** menu.

Tip You can also select the **Display** toolbar button to open the Select Document window.

The Select Document - Display window will open and a list of Site documents will display.

2. Select the document you wish to view and select the **OK** button.
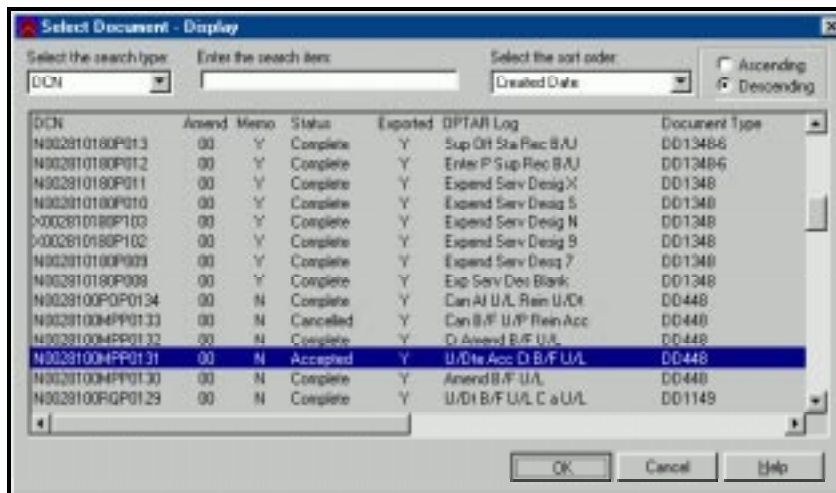
Figure 3.40
Selecting a Document to View

FASTDATA will inform you if supplemental documents exist for the document that you have selected to view.
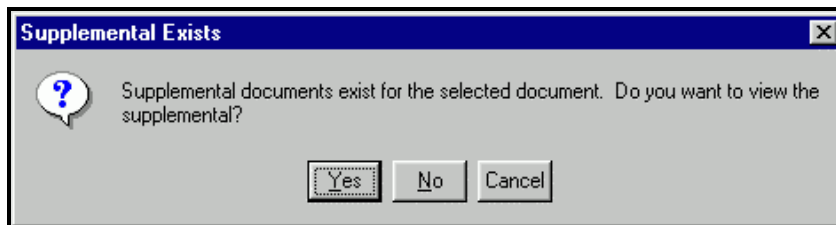
Figure 3.41
Supplemental Documents Message

Select **Yes** if you wish to view a supplemental document. The Select Supplemental Document window will open and allow you to select the supplemental document that you wish to view. Select **No** if you do not wish to view a supplemental document.

The Display window for the selected document type will open. For the example shown, a DD448 has been selected.

Figure 3.42
Viewing Document Details

Use the horizontal and vertical scrollbars to scroll through the document. If desired, on documents that contain long line of accounting (LOA) data and line item data, you can view details on the displayed data.

3. To view details, right-click on the desired line item or accounting classification reference number (ACRN) data. Select **View** from the pop-up menu.

The View Line Item window, View ACRN window, or View ACRN for Off-Site Contract window will open and details on the selected data will display. The example in Figure 3.43 shows Line Item details for the item selected in Figure 3.42.

Figure 3.43
Viewing Line Item Details

4. Select the **Close** button to close the View Line Item window, the View ACRN window, or the View ACRN for Off-Site Contract window, as applicable.
5. If you wish to print the displayed source document, select **Print Documents** from the **File** menu or select the **Print** toolbar button. The Print Multiple Documents window will open and allow you to select the source document that you wish to print.

6. If you wish to view another document of the same type displayed, select **Find** from the **View** menu.

Tip You can also use the **VCR** buttons, if enabled, on the Display window toolbar to view other documents of the type displayed.
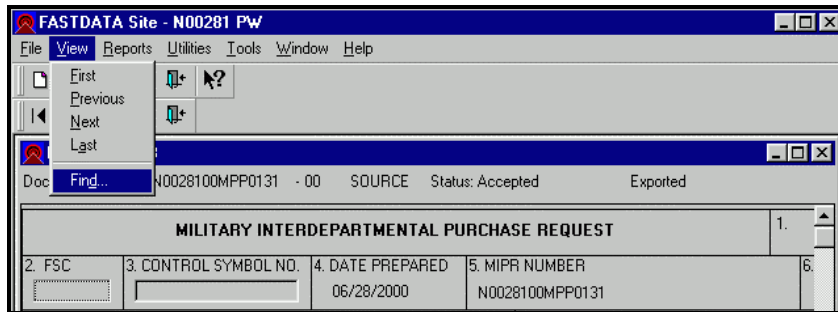

Figure 3.44
Opening the Find Document Window

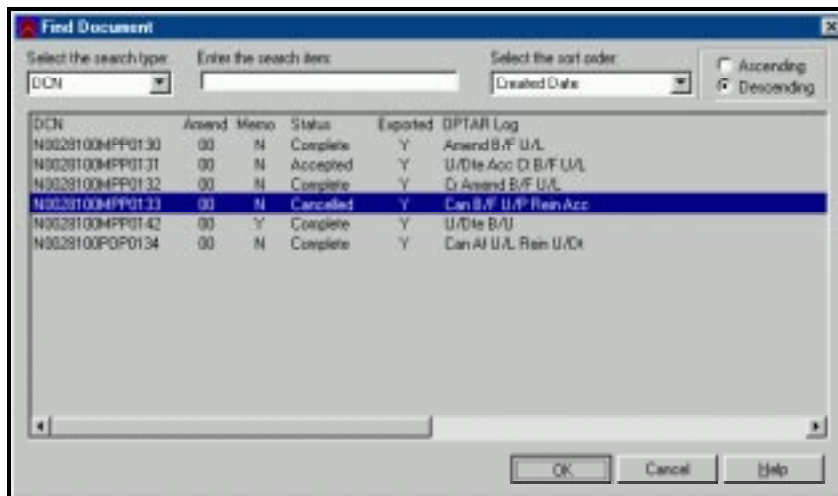The Find Document window will open. A list of like document types in the FASTDATA database will display.

Figure 3.45
Find Document Window

7. Select the document you wish to view and select the **OK** button. The Find Document window will close and the selected document will display.
8. Select the **Close** button on the Display window title bar, or window-specific toolbar, to close the window.

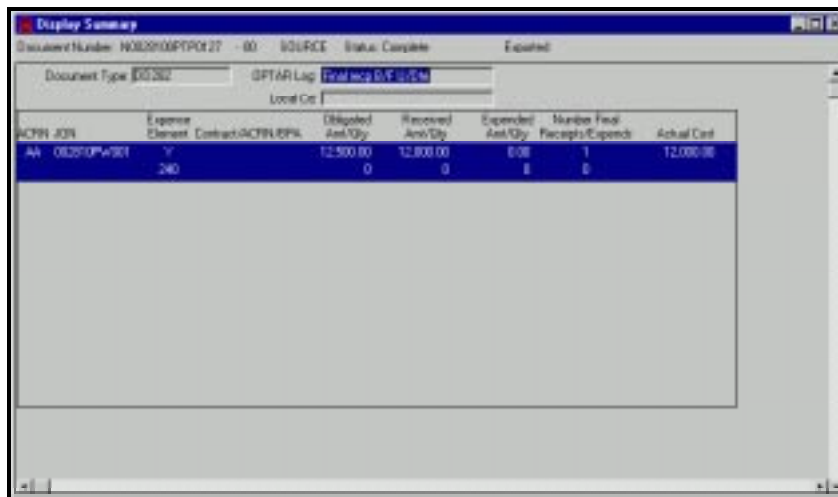## ■ *Steps for Viewing a Summary of Source and Memorandum Documents*

1. From the FASTDATA Site window, select **Display Document Summary** from the **File** menu.

The Select Document – Display Summary window will open and a list of Site documents will display.

NOTE You cannot view a document summary for DD1131, DD1155, NC2061, SF30, and SF1034 documents.

---

2. Select the document you wish to view a summary of and select the **OK** button.

The Display Summary window will open. For the example shown, a summary of a DD282 has been selected to view.

Figure 3.46
Viewing Document Summary Details

Use the horizontal and vertical scrollbars to scroll through the document summary.

3. If you wish to view another document summary, select **Find** from the **View** menu.

Tip You can also use the **VCR** buttons, if enabled, on the Display Summary window toolbar to view other documents summaries of the type displayed.

The Find Document window will open. A list of documents for which you can view a summary of will display.

4. Select the document you wish to view a summary of and select the **OK** button. The Find Document window will close and the selected document summary will display.
5. Select the **Close** button on the Display Summary window title bar, or window-specific toolbar, to close the window.

Print Multiple Documents Window

⌨ *Overview*

Use the Print Multiple Documents window to print multiple source documents without first having to open them.

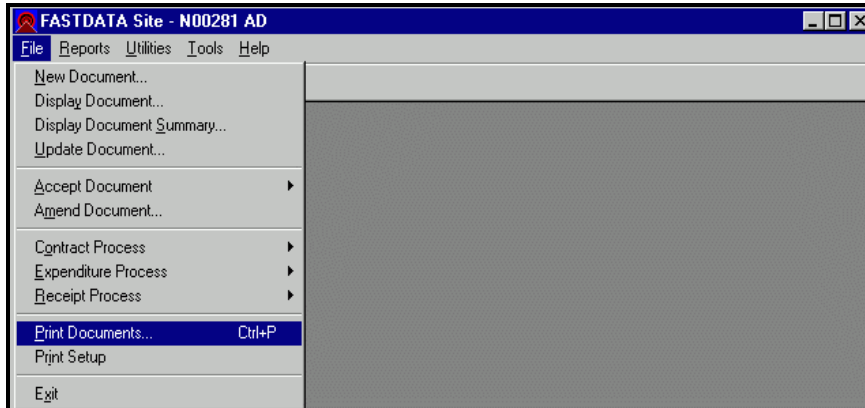The Print Multiple Documents window opens from the **File** menu.

Figure 3.47
**Opening the Print
Multiple Documents
Window**

Restrictions

- Only users with a FASTDATA FA Module Site Security Access **Print Document** access level of **Access** can print documents.

- A FASTDATA FA Module Site Security Access **Print Document** access level of **No Access** prevents a user from printing documents.

NOTE You cannot print memorandum documents in the FASTDATA Site Module.
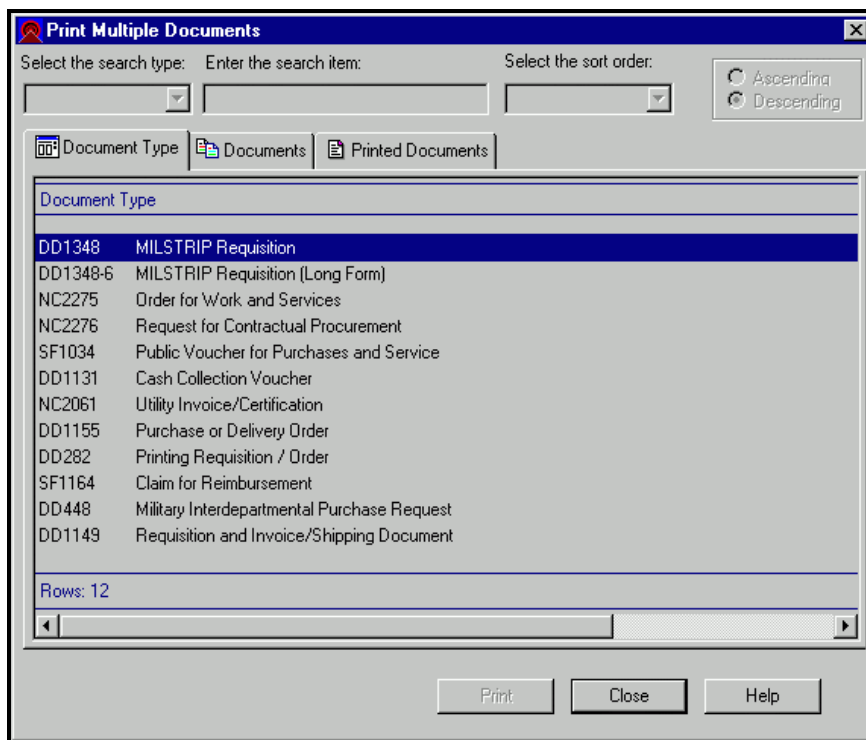
• *Print Multiple Documents Window Objects*

Figure 3.48
**Print Multiple
Documents Window**

Select the search type
You can search by **DCN**, **Local Code**, **OPTAR Log**, or **Vendor**. Select the desired value from the drop-down list.

Enter the search item
Allows you to enter the desired value for the selected search type. For example, if you selected DCN for the search type, enter the desired DCN in this field.

Select the sort order
Allows you to change the sort order of the data displayed on the Select Document window. Select the desired value from the drop-down list. Valid values include **Created Date**, **DCN**, **Document Type**, **Local Code**, **Optar Log**, and **Serial Number**.

Ascending
Select the **Ascending** radio button if you wish to sort the selected sort order data in ascending order.

Descending
Select the **Descending** radio button if you wish to sort the selected sort order data in descending order.

Document Type Tab
Displays a list of document types available for printing.

Documents Tab
Displays a list of documents for the selected type that are available for printing.

Printed Documents
Displays a list of documents that you have printed.

Print
Prints the selected document(s).

Close
Closes the Print Multiple Documents window.

Help
Opens the reference help topic on the Print Multiple Documents window.

☞ *Print Multiple Documents Window Options*

- **Print multiple documents**

■ *Steps for Printing Multiple Documents*

1. From the FASTDATA Site window, select **Print Documents** from the **File** menu. The Print Multiple Documents window will open with the **Document Type** tab selected by default. Available document types will display.

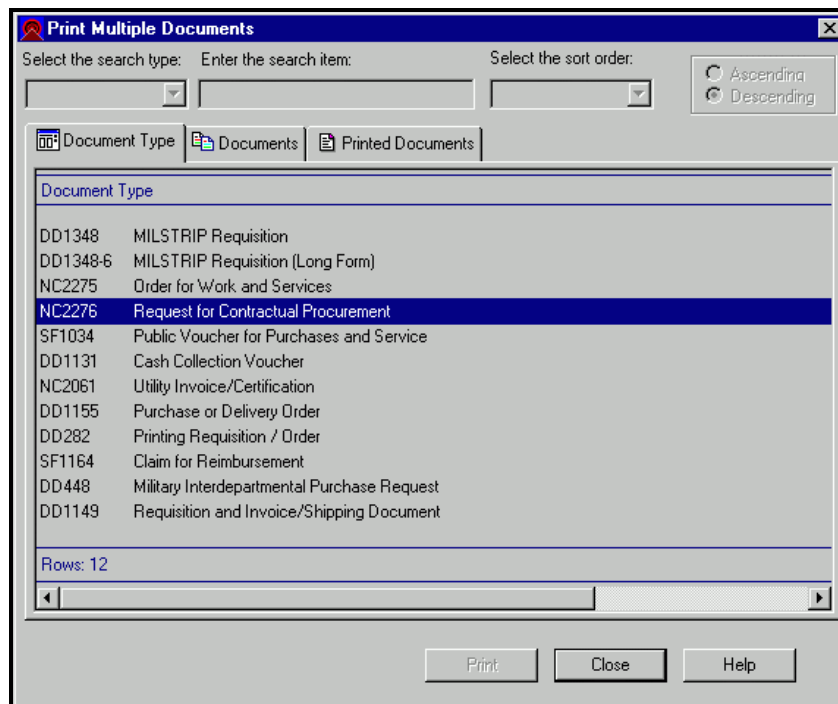**Tip** You can also select the **Print** toolbar button to open the Print Multiple Documents window.

Figure 3.49
Selecting a Document Type to Print

2. On the **Document Type** tab, select the type of document you wish to print.

Tip When the Print Multiple Documents window opens, all available document types are selected on the **Document Type** tab. To select a single document type, click on the desired type. To select consecutive document types, select the first type, hold down the **SHIFT** key, and select the last type that you wish to print. To select random document types, select the first type, hold down the **CONTROL** key, and select the other remaining document types that you wish to print.

---

3. Select the **Documents** tab and select the desired search type from the **Select the search type** drop-down list.
4. Enter the desired value for the selected search type in the **Enter the search item** field. For example, if you selected DCN for the search type, enter the desired DCN in this field.
5. If you wish to change the sort order of the listed documents, select the desired value from the **Select the sort order** drop-down list.
6. If you wish to change the sort order of the listed documents, select the desired sort order type radio button: **Ascending** or **Descending**.

Tip When you first select the **Documents** tab, all listed documents are selected by default. You can just simply unselect the documents you do not wish to print.

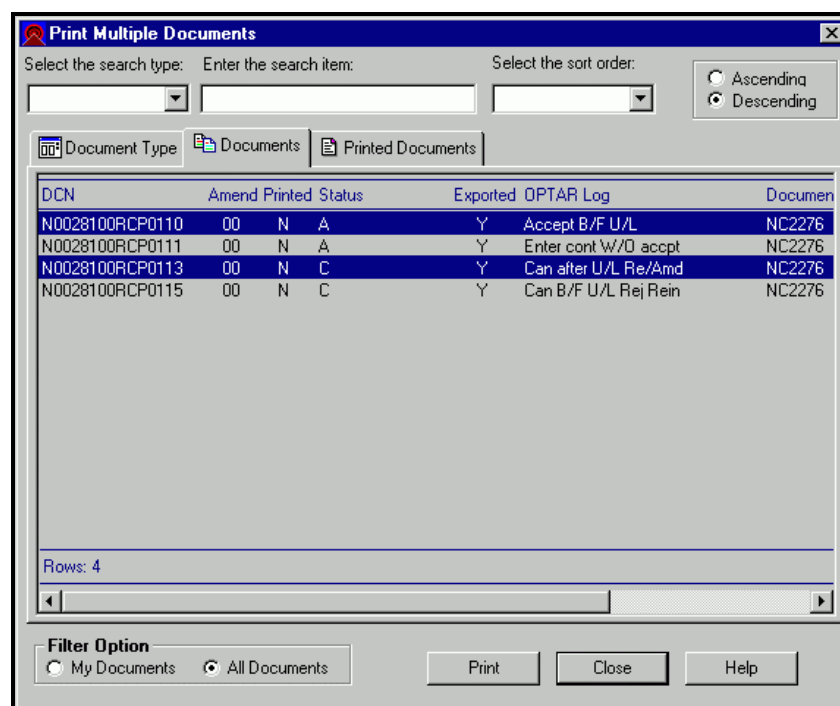7. Select the desired **Filter Option** radio button: **My Documents** or **All Documents**.

Figure 3.50
Selecting a Document to Print

8. Select the **Print** button to print the selected document(s).

If you selected a DD1348 to print, the Select Print Format window will open. Choose the desired print format by selecting the appropriate radio button. If applicable, uncheck the **Laser** check box. Select the **OK** button to close the window and print the document.
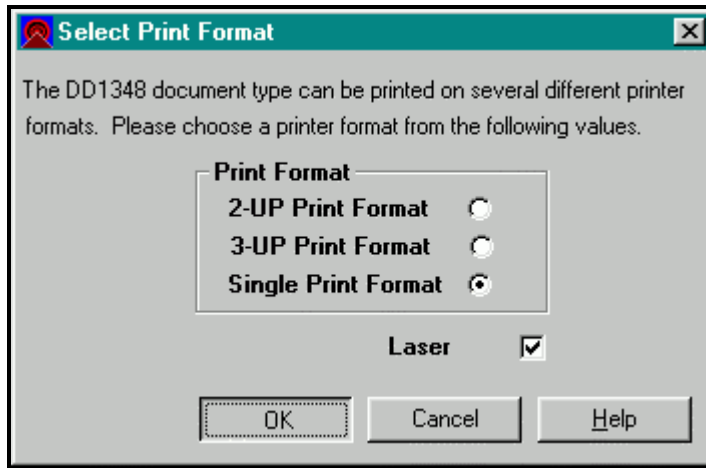

Figure 3.51
Printing a DD1348

NOTE   You cannot select a specific printer type on the Select Printer Format window, only the print format. The radio buttons allow you to specify the number of DD1348's you wish to print per page. For example, when you select the **2-UP Print Format** radio button, FASTDATA will print two DD1348's per page. With the **Laser** check box checked, FASTDATA will print the DD1348 form and data; if you uncheck the **Laser** check box, only data for the DD1348 elements will print.

Tip   If you wish to review the list of printed documents, select the **Printed Documents** tab prior to closing the Print Multiple Documents window.

Tip   Documents that you have previously printed will not display on the **Documents** tab. If you wish to print a previously printed document again, select the **Printed Documents** tab, select the desired document, and select the **Print** button.
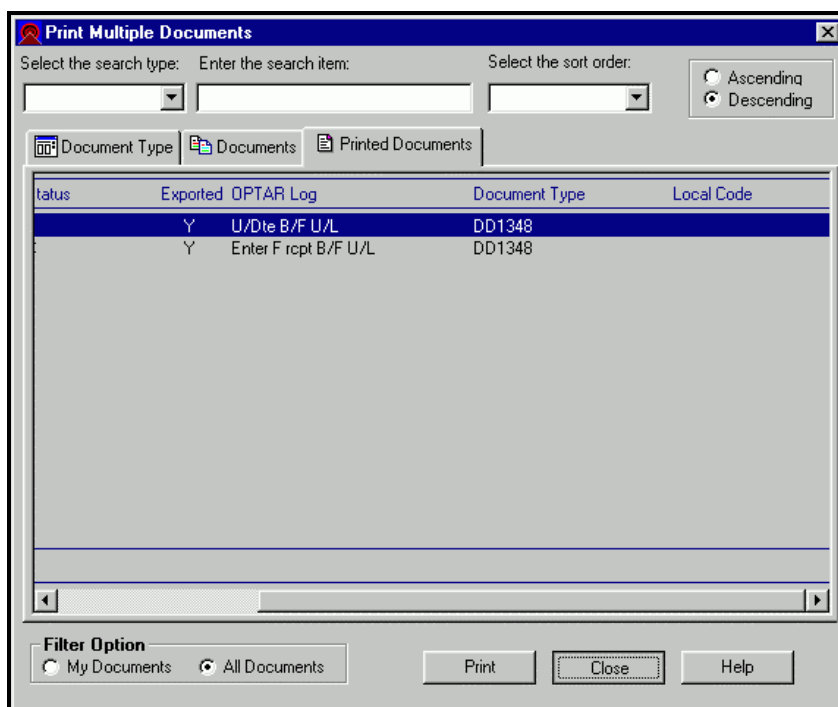
***Figure 3.52*
Printed
Documents
Tab**

9. Select the **Close** button to close the Print Multiple Documents window.